

TOWN OF NEEDHAM
PRE-EMPLOYMENT PHYSICAL POLICY #106

1. PURPOSE AND SCOPE

The purpose of this policy is to ensure that pre-employment physicals are administered in a fair, efficient, and effective manner.

2. APPLICABILITY

This policy applies to full-time and permanent part-time General Government employees at the time of initial appointment. Part-time employees becoming benefit eligible are not subject to pre-employment physicals.

3. DEFINITIONS

Refer to the Section 8.3 of the Personnel By-law for the definition of commonly used words.

4. POLICY

It is the policy of the Town of Needham that all full-time and permanent part-time employees will undergo a physical examination conducted by a Town-designated physician, after a conditional employment offer is made and prior to commencing employment. The purpose of this examination is to determine a prospective employee's current fitness to perform the essential functions of the job which he/she has been offered, with or without reasonable accommodation.